



To Whom It May Concern:

I would like to recommend Ms. Tera Elder for the position of Instructional Design Coordinator, @ONE/OEI at your institution.

Ms. Elder brings a rare combination of passion, dedication and interpersonal communication skills that allow her to succeed in all challenges she faces. I have had the pleasure of working with her in the capacity of Instructional Design Coordinator for Miramar, City, and Mesa Colleges in 2011-2013.

During her time with us, Tera helped with:

- Fulfilling Course Requests for Blackboard Shells submitted by the on-campus faculty
- Assisting with Grading the Online Faculty Training and Certification course
- Responding to phone and email requests for assistance by students
- Assisting Faculty with the content in their shells
- Assisting with producing the SDCCD Online Faculty Showcase

Our team trained faculty on the new Blackboard Learn 9.1 system; helping migrate existing online courses from Blackboard Vista. Her energy and commitment to excellence is an asset to any team.

Ms. Elder is an invaluable talent, focused on faculty and student success, and would be a dynamic addition to the @ONE/OEI team at Mt. San Jacinto Community College District. If you would like to further discuss with me about this candidate, please do not hesitate to call me at 858-692-7934.

Sincerely,

Katie Oristian Palacios  
Instructional Design Coordinator  
San Diego Community College District  
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